

The Kentucky Board of Interpreters for the Deaf and Hard of Hearing
Regular Scheduled Board Meeting
August 29, 2012

A meeting of the Kentucky Board of Interpreters for the Deaf and Hard of Hearing was conducted on August 29, 2012 at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky.

Members Present

Timothy E. Owens Board Chair
October 10, 2013- Certified Deaf Interpreter
Rita Zirnheld
October 1, 2014- Certified Interpreter
Nina Coyer
October 1, 2015- Certified Interpreter
Marcie Jeffers
October 1, 2014- Certified Interpreter
Joy Kiser
October 31, 2013- Consumer
Hunter Bryant
October 1, 2012 – Certified Interpreter

Absent

Daniel R. Roush
October 1, 2013 – Certified Interpreter

Occupations and Professions

Courtney F. Bourne, Executive Director
Susan Ellis, Operations Sections Supervisor
Karen Lockett, Board Administrator

Board Counsel

Michael West, Board Counsel

Interpreters

Molly Howard
Dana Parker

Call to Order

Mr. Owens, Chair called the meeting to order at 10:04 a.m.

Minutes

- a) The board reviewed and discussed the May and June minutes.

2012-08-29-a Ms. Coyer made a motion to approved the 5-2-2012 minutes and to approve the 6-21-2012 minutes with an amendment. Ms. Jeffers seconded the motion. Motion carried.

Financial Report

- a) The board reviewed and discussed the financial report.

2012-08-29-b Ms. Coyer made a motion to accept the financial report. Ms. Kiser seconded the motion. Motion carried.

Summary of Report= Cash Balance as of

June 2012 – \$34,254.23
July 2012 - \$39,889.98

O&P provided a summary of allotment and expenditures to the board. The summary will be provided at each board meeting.

First quarter – 11,500.00
Second quarter – 11,500.00
Third quarter – 11 500.00
Fourth quarter – 11,400.00
Sum of 45,900.00.

O&P Update Report

- a) Memorandum Of Agreement for Investigative services – How many hours of investigative services would be needed. (June 2013). Tabled to the upcoming meeting. No actions taken.
- b) Mrs. Bourne informed the board that she had the Memorandum of Agreement regarding Occupations and Professions Administrative fees for the board to review and sign.

Board Chair Report –

- a) On behalf of the board Mr. Owens provided correspondence letter to Ms. Melissa Highfield Smith, Public Protection Cabinet, Office of Budgets for the board to review. On behalf of the board Mr. Owens expressed concern regarding on how the formula was used to calculate the administrative fees. The goal of the meeting was to understand the formula and at the same time to show concern regarding the calculation.
- b) Mr. Owens informed the board that he met with the budget committee Ms. Kara Smothermon, Budget Analyst, Greg Troutman, O&P Budget Analyst, Melissa Smith and Kevin Cardwell regarding Occupations and Professions Administrative fees. The committee explained to Mr. Owens that the budget had been set for the FY13 and FY14 at \$31,500 2.59% and that this calculation includes staff salaries, lease, utilities, office supplies, equipment and maintenance, computer services, telephone services, and janitorial services, etc. Mr. Owens informed the board that the Administrative fees for the next two (2) fiscal years could not be recalculated.

2012-08-29-c Ms. Zirnheld made a motion to accept the Memorandum of Agreement regarding Occupations and Professions Administrative fees. Ms. Coyer seconded the motion. Motion carried.

Board Counsel – Michael West

- a) Mr. West, Board Counsel, provided the correspondence letter to Mr. David Laird, President and CEO, Jewish Hospital and St. Mary's Healthcare to the board. Mr. West stated that recently, the Board sent a letter on May 3, 2012 requesting certain information. Mr. West provided a copy of the recent letter to Mr. Laird. Mr. West stated in the letter that the board had not received any response at this time. Mr. West stated that if he continues to ignore the Board in its requests, the Board will likely issue a subpoena for the records it requires after its next meeting. Mr. West asked that he respond within 15 days as to whether he intends to respond to the request voluntarily or whether a subpoena is necessary to secure he is compliance.

Complaint Committee

None

Applicant Committee

- a) The Board reviewed the License Interpreter application and regulations. Mr. Roush had some concern that the application needed to comply with the regulations.

2012-08-29-d Ms. Zirnheld made a motion that the board ask the Michael West, Board Counsel to revise the forms to be consistent with the new regulations. Ms. Jeffers seconded the motion. Motion carried.

- b) The Board reviewed and discussed an e-mail from Ms. Elizabeth Simon regarding her temporary licensure application. Ms. Simon was concerned that the new law required having to pass some additional tests, such as the NIC written portion and the SLPI.

2012-08-29-e Mr. West, Board Counsel recommended Mr. Owens to refer Ms. Simon the KBI website at <http://kbi.ky.gov> to review the Qualifications for Licensure 201 KAR 39:070. Board concurred.

Renewal/Extension Committee

- a) The Board received a letter from Ms. Donnetta Shupe to appeal the denial of her Temporary extension request. The Board has informed Ms. Shupe that her Temporary extensions have been exhausted. The Board recommends for Ms. Shupe to apply for full licensure.
- b) The Board received a letter from Ms. Seidina Conley to appeal the denial of her Temporary extension request. The Board has informed Ms. Conley that her Temporary extensions have been exhausted. The Board recommends for Ms. Conley to apply for full licensure.
- c) The Board received a letter from Ms. Sheila Mitchell regarding Ms. Danette Tindals renewal. Ms. Mitchell had concerns regarding the KBI renewal grace period. The licensees have a 60 day grace period which allows them to work through the grace period. The Board has not received the Ms. Tindals renewal at this time.

Continuing Education Committee

None

Old Business

None

New Business

- a) The Board received an e-mail from Ms. Suzanne Dunleavy, CI-American Sign Language Manager. Ms. Dunleavy informed the board that Language Services Associates is a national full service language agency based in Pennsylvania. In addition to providing face to face licensed American Sign Language interpreters locally within the state of Kentucky, they provide Video Remote Interpreting (VRI) services in KY with nationally certified interpreters based in several states. Ms. Dunleavy asked the board if Kentucky's licensure law for American Sign Language interpreters require remotely based interpreters to become licensed in Kentucky in order to provide VRI Services.

2012-08-29-f Ms. Zirnheld made a motion to respond to the Language Service Associates by referring them to the Kentucky regulations. Ms. Jeffers seconded the motion. Motion carried.

- b) The Board discussed the possibility of raising their license fees due to the increase in the Occupation and Professions Administrative fees FY13 and FY14. Ms. Zirnheld made a motion to form a committee to do a study on raising the fees of the interpreters and how it will affect the budget. Ms. Coyer seconded the motion. Motion carried.

2012-08-29-g Ms. Coyer made a motion to approve **Vanessa Ann Bouland, Lauren E. Damron, Lisa Hunter, Gideon Lee Scott, Cynthia D. Spence, Kathy Ann Spiro**— Full Licensure application. Ms. Kiser seconded the motion. Motion carried.

2012-08-29-h Ms. Coyer made a motion to approve **Kristina Lynne Frazier, Amy Lynn Gruenwald, Peter A. McCaffrey, Lindsey D. Spicer and Leah M. Stratton** Temporary Licensure. Ms. Hunter seconded the motion. Motion carried.

2012-08-29-i Ms. Coyer made a motion to deny **Sara Phillips and Hilary Jo Riley and Sally Keaton** Temporary Licensure. Ms. Kiser seconded the motion. Motion carried.

2012-08-29-j Ms. Coyer made a motion to defer **Sara E. Meadows** Temporary Extension application. Ms. Kiser seconded the motion. Motion carried.

2012-08-29-k Ms. Coyer made a motion to approve **Amanda M. Bigner, Rebekah L. Board, Colleen G. Bowling, Edward E. Brinegar, Tashina R. Crowe, Christine M. Devlin, Ashley Gardner, Sarah S. Gibbs, Anthony Gray, Maura Hencker, Jennifer C. Heeres, Katie C. Huber, Sheena L. Kinney, Sara L. Kuntz, Amy A. Cassaw-Lanier, John Lawlor, Katherine Masino, Natasha May, Mandi L. McCann, Kelly H. McMaine, Andree Mondor, Ginger Moser, Stephanie Overing, Julie Piechocki, Monica H. Romney, Nicole Scott, Carrie Stelmach, Amy Vandivier, Sarah R. Walton, Alissa K. Wyatt, Elaine**

Barnes, McKenzie Holderman, Michelle Ginter, Kristen Zeller and Kara Herdt Temporary Extension applications. Ms. Kiser seconded the motion. Motion carried.

2012-08-29-I Ms. Coyer made a motion to deny **Sedina Conley, Donetta Shupe** and **Brian Tyler** Temporary Extension applications. Ms. Kiser seconded the motion. Motion carried.

2012-08-29-m Ms. Coyer made a motion to approve **Tiffany L. Barnes, Marcella A. Early, Karen D. Kalodimos and Christina M. Markert** Audit applications. Ms. Kiser seconded the motion. Motion carried.

Approval of Travel

2012-08-29-n Ms. Coyer made a motion to approve Travel for eligible board members. Ms. Kiser seconded the motion. Motion carried.

Adjournment – 12:02 p.m.

Next Board Meeting Date

November 7, 2012 @ 10:00 a.m.

Approved:

Timothy E. Owens, Board Chair

**Minutes Prepared by Karen Lockett, Board Administrator
August 29, 2012**